

Manager

Full Time / Glenrothes

The Opportunity

We are renowned for developing close relationships with our clients, providing them with a range of high quality services and working with them to achieve success. We currently have an exciting opportunity in our Glenrothes Office for a Manager to join our vibrant, growing accountancy practice.

In this role you will be responsible for managing a client portfolio and marketing the firm's services to clients and prospective clients. You will work alongside other managers to manage the office's technical team.

About us

We are:

- One of the largest independent accountancy and business advisory practices in Scotland, with long established connections in Tayside and Fife.
- Members of the Kreston International network, allowing us to provide national and international services to our clients.

We have:

- Over 100 members of staff and 15 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.

We offer:

- Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice.
- Excellent working conditions, including a 35 hour working week.
- Competitive salary and benefits package (based on qualifications and experience).

The Role

- Managing services to clients (including planning, overseeing and reviewing services provided i.e. accountancy, audit, tax, business advisory work etc.)
- Managing workloads to ensure targets are met
- Developing and maintaining strong client relationships
- Communicating with the engagement partner and 'team' involved to ensure they are fully briefed on current assignments.
- Delegating services to the 'team' involved ensuring client's needs are met
- Where a need exists, encouraging existing clients to make full use of the firm's services
- Preparing and monitoring budgets/WIP and preparing/aiding collection of fees
- Maintaining full awareness of the firm's internal systems and services
- Involvement in marketing activities and assisting the partners in attracting new clients to the firm
- Attending networking events on behalf of the firm
- Developing and maintaining relationships with intermediaries/potential clients

Talent Factsheet



CHARTERED ACCOUNTANTS

- Managing the 'team' – motivating, training and developing staff and monitoring their performance
- Leading discussions re work-in-progress, deadlines and priorities, any technical issues arising etc.

The Candidate

Essential:

- ACCA/CA qualified
- Technically competent in accountancy and tax compliance
- Technically competent in audit, preferably with practical experience in this area
- Minimum 2 – 5 years post qualified accountancy experience in general practice
- Excellent verbal and written communication skills
- Client service skills
- Excellent organisational and people skills
- Full current valid driving licence

Desirable:

- Good business advisory skills
- Ability to work under pressure
- Exposure to working in a fast paced environment
- Minimum 1 – 2 years managerial experience

To apply

Please send your CV and covering letter to recruit@eqaccountants.co.uk

A full job description is available on request at recruit@eqaccountants.co.uk